

**City of Norman  
CDBG Policy Committee  
December 14, 2016**

The CDBG Policy Committee of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on December 14, 2016 at 6:00 p.m. Notice and Agenda of the meeting were posted at 201 W Gray Building A, the Norman Municipal Complex and at [www.normanok.gov](http://www.normanok.gov) twenty-four hours prior to the beginning of the meeting.

This meeting was an orientation meeting presented by staff.

MEMBERS PRESENT:       David John  
                                  Heidi Smith  
                                  Helen Grant  
                                  Jayne Crumpley  
                                  Kamala Jolly Stewart  
                                  Kendel Posey  
                                  Kyle Lankford  
                                  Linn Blohm  
                                  Michelle Jackson

MEMBERS ABSENT:       Alan Hendrichs  
                                  Brynn Simons  
                                  Cherry Bishop  
                                  Ed Madden  
                                  Janice Oak  
                                  Jeff Hughes  
                                  Karen Canavan  
                                  Kathleen Wilson  
                                  Kathryn Morris Scott  
                                  Larry Bierman  
                                  Lloyd Bumm  
                                  Tammy Carter  
                                  Travis Humphrey

STAFF MEMBERS PRESENT:   Lisa Krieg, CDBG /Grants Manager  
                                  Jolana McCart, Admin Tech IV

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**ITEM NO. 1 BEING: Roll Call.**

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**ITEM NO. 2 BEING: Orientation for CDBG Policy Committee Members regarding the Community Development Block Grant Program – The CDBG Grant Lifecycle: Part 2 – Implementation**

Lisa Krieg showed the second orientation video from the HUD Exchange website explaining the Implementation of the CDBG Program.

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**ITEM NO. 3 BEING: Review of the 2015-2016 Program Year and Consolidated Annual Performance Report(See attached)**

Staff went over the projects undertaken in 2015-2016 and how the funding was dispersed.

Questions:

Tenant \$6,000/Owner occupied \$25,000 – please explain the difference.

Tenant units are generally more short term than owner occupied. The \$25,000 amount falls in line with the Rehab limits. Income limits can be a little higher for owner occupied accessibility projects. There are no tenant residency requirements.

Tuscany Court -

Formally known as Glen Oaks. All funded through HOME funds. Must work with a CHDO – Norman Affordable Housing Corporation at the time of this project. Food and Shelter also contributed \$80,000. The completed project was deeded to Food and Shelter, who holds a small mortgage. Required to maintain it as an affordable property for 10 years. HOME generates 6 – 8 units a year of affordable housing. Average rent is 80% and below of the median income, based on household size.

What other things could qualify for land acquisition? And how do they qualify?

Acquisition has to meet one of the National Objectives as discussed last week and be an approved activity. A sub-committee met to come up with guidelines on how to disperse these funds.

Could the money returned from Food and Shelter be used to fund the Senior Citizen Center?

While they could be used for this, it would barely make a dent in the total budget and would cause all the requirements to come into play.

Could other non-profits use the left over money?

Yes.

Is economic development an eligible use for CDBG funds?

Yes but is very complicated to administer and staff time extensive.

Was all the bus pass money spent?

A little money carried over, but everyone who needed a bus pass received one. \$35,000 seems to be the exact amount that fits the need.

Could CDBG buy some of the empty student housing and make it low income housing?

Yes.

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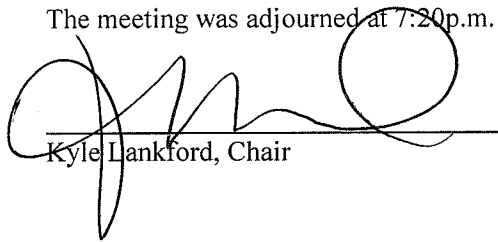
**ITEM NO. 5 BEING: Announcements.**

The next meeting is the first Wednesday of January.

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**ITEM NO. 8 BEING: Adjournment**

The meeting was adjourned at 7:20p.m.



Kyle Lankford, Chair

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## 2015 COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET

CDBG 15 Budget **\$744,314**

**\$148,862 Admin, Planning & MFHC (\$10,000) (20% of allocation)**

**\$111,500 Public Services**

*\$35,000 CART Bus Pass Program*

*\$50,000 Public Services - Homeless Services Coordination*

*\$26,500 Public Services - Homeless Case Management*

**\$483,952 Housing Rehabilitation**

*\$170,000 Housing Rehabilitation-Rehabilitation Delivery Costs*

*\$180,000 Owner Occupied Rehab Grant Program*

*\$108,952 Emergency Repair Grant Program*

*\$25,000 Accessibility Modifications Program*

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**\$744,314**

## 2015 HOME INVESTMENT PARTNERSHIPS BUDGET

HOME 15 Budget **\$296,211**

**\$29,620 Administration (\$10,000 MFHC)**

**\$44,433 Community Housing Development Corporation**

**\$14,000 CHDO Operating Expense**

**\$40,000 TBRA for Chronic Homeless**

**\$168,158 Affordable Housing Development**

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**\$296,211**

	2014 Allocations	2015 Allocations	Difference
CDBG	\$ 721,987	\$ 744,314	\$ 22,327
HOME	\$ 318,067	\$ 296,211	\$ (21,856)
	<u>\$ 1,040,054</u>	<u>\$ 1,040,525</u>	<u>\$ 471</u>

## **Projects undertaken in the 2015-2016 CDBG and HOME Programs**

### **Administration and Planning – total expenditures \$134,624.36**

- General administration and oversight for the CDBG and HOME programs including:
  - Fair Housing Activities \$10,000
  - Development of Annual Action Plan including Citizen Participation Process
  - Compilation and submittal to HUD of the Consolidated Annual Performance and Evaluation Report (CAPER)
  - Environmental Clearance for all activities
  - Outreach to over 1,500 homes to increase awareness of programs to areas identified by HUD as having an increased concentration of ethnic and minority households.
  - Participated in other Planning Department activities including the Center City Visioning Process, the Comprehensive Plan Steering Committee, the CDBG Disaster Recovery Program, Greenbelt Commission, Historic District Commission, Social and Voluntary Services Commission and others. NOTE: Administration costs are prorated between the City of Norman General Fund and the CDBG/HOME Programs.

### **Public Services – total expenditures \$99,095.36**

- CDBG Bus Pass Program - \$31,296 of bus passes were distributed, remaining funds were extended to current fiscal year.
- Housing First Case Management - \$12,916.39 was contracted and expended to two non-profit agencies for provision of Housing First Case Management. Activity had a delayed start due to Request for Qualification process. Contracts extended to current fiscal year.
- ZERO:2016 - \$52,867.96 was expended for the salary and benefit costs for staff support to the ZERO:2016 and administration of the Continuum of Care.

### **Housing Rehabilitation – total expenditures \$585,123.08**

- Comprehensive Rehabilitation Projects - \$91,235.45 was expended on seven projects. Four projects were completed in the program year. Average household size was 1.85 and average age of applicant was 58 years old
- Emergency Repair Projects - \$152,846.62 was expended on 21 projects. Nineteen projects were completed in program year. Average household size was 2.04 and average age was 57 years old.
- Accessibility Modifications - \$60,897.74 was expended on 11 projects. Four projects were completed in program year. Average age of applicant was 65.3 years old. Seven projects are for tenant occupied units.

### **Affordable Housing – HOME Funds; total expenditures \$421,287.98**

- Acquisition and rehabilitation of Tuscany Court. 16-2BR units completed
- Construction of Vicksburg Development underway. Six-2 BR units, completion expected summer 2017.
- HOME Administration funds of \$55,224.98 expended. \$10,000 of funds expended for Fair Housing Activities.

### **The following projects were funded and initialized in previous Action Plans but were completed within the 2015-2016 Program Year.**

- Food and Shelter Acquisition of Land- \$75,000
- Park Improvements to Five Neighborhood Parks - \$42,909.15 expended in program year. Total expenditures were \$412,910.18
- Core Area Sidewalk Shaving Project - \$75,000